

Bridge and Structure Inspection - CSO Solicitation No. 2162

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage one professional engineering firm to perform bridge inspections that conform to the standards prescribed by the National Bridge Inspection Standards (NBIS), the American Railway Engineering and Maintenance of Way Association (AREMA), and the Department's Railroad Bridge Inspection Manual, (RBIM), which is under development and expected to be available in 2012. The Department "Bridge Inspection Manual (BIM) Version 2.1, September 2001, will serve as the applicable manual, until such time when RBIM is available. This assignment will be 24 months in duration, with a proposed starting time of approximately November 2012. There will be an option to extend the contract for an additional two years. At this time, we estimate the contract will require the inspection of approximately 110 railroad bridges, including one movable bridge as well as underwater inspection of approximately 14 structures. The Federal Railroad Administration (FRA) established Railroad Bridge Safety Standards, 49 CFR Part 213 and 237 that became effective September 13, 2010. These regulations require that all railroad bridges on active railroad lines to be inspected at least once each calendar year. To meet these regulations, the Department requires the selected consultant to provide two (2) field inspection teams, responsible for technical inspection of railroad bridges. The total assignment may vary depending on the Department's needs.

The selected firm will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports shall be prepared using the latest procedures and technology required by the Department, including the development of electronic reports and databases using MS Office software products. The selected consultant will also be required to provide the inspection equipment necessary to complete this project.

All firms are advised that a 100 percent Small Business Enterprise (SBE) set-aside requirement applies to this assignment. Firms must be currently certified as an SBE with the Department of Administrative Services and **must submit evidence of their SBE certification that indicates that it is current, in order to be considered for this assignment.**

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter of interest and Department Form CSO 255 with a maximum of six resumes. One of the resumes must be that of the proposed Engineer-in-Charge of the work as well as assurance that he/she will be available for this assignment. **Four copies of the submittal are required, and it must be postmarked by April 20, 2012, or hand delivered by 4:00 p.m. on that date.**

Included in the submittal must a brief narrative summarizing your current inspection workload and a narrative description of the proposed staff experience and expertise as well as availability and type of equipment proposed for this assignment and any safety program your firm has. Your firm's experience should detail expertise in: (1) Railroad Bridge Inspections; (2) Evaluation of Railroad Bridge Inspection Findings; (3) Structure Analysis of Railroad Bridges; (4) Preparation of Railroad Maintenance Memorandums; and (5) Familiarity with ConnDOT Inspection Policies and Procedures, and NBIS and AREMA Standards.

Do not send additional documentation other than what is requested. The Consultant Selection panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

The selected firm will be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment. The location of the office where the work will be performed; and the staff size of that office should also be indicated. Only firms of sufficient size and experience will be considered for this project.

All firms are advised that the prime consultant must perform the major part of the work with employees for the firm. Subconsultants may be used to perform specialized work. Joint venturing assignments will not be allowed.

Please be advised, that as of August 1, 2007, the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purpose of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is March 20, 2012. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with

the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit) in its revised format (Rev. 10-1-11), must be completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (C) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is attached hereto and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process. In addition, the selected firm will be required to obtain Railroad Liability Insurance.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work. The Department reserves the right to award subsequent phases of assignments to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified category for the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for Letters of Interest shall be directed to Mr. David Mancini in the Consultant Selection Office at (86) 594-3017.